

Grants Coordinator

Advocacy Center for Crime Victims and Children

Position: Grants Coordinator

Job Type: Full-Time

Supervisor: Executive Director

General Duties: Under the direction of the Executive Director, the Grants Coordinator manages the financial business of the agency, including existing and new grants, bank accounts and investment, payroll information, and serving as the financial liaison with accountant, auditor and agency Board treasurer.

Specific Job Responsibilities:

1. Assist the Executive Director with preparation of agency budgets.
2. Provide the Executive Director with accurate information regarding the organization's financial position.
3. Demonstrate awareness of and commitment to diversity, equity, and inclusion in practice.
4. Bill the grants for reimbursement of expenditures.
5. Prepare grant financial reports.
6. Maintain record keeping for all grants, current and past.
7. Prepare all correspondence for grants including grant adjustment requests.
8. Assist the Executive Director with preparation of grant applications.
9. Assist program and independent auditors to facilitate their work, and serve as liaison with the accountant, auditor, and agency treasurer regarding financial matters.
10. Oversee the preparation of the agency annual budget for Board approval.
11. Maintain employee payroll information.
12. Maintain employee payroll deductions such as 403(b) contribution, United Way contribution, and health insurance premium deduction.
13. Issue monthly check requests for the 403(b) contribution and the United Way contribution, and prepare accompanying documentation.
14. Code invoices and monitor grant expenditures.
15. Oversee the receipt, deposit, and distribution of funds received as contributions.

16. Oversee bank accounts and investments.
17. Cross train with Administrative Team in order to do any task as needed.
18. Provide other duties as assigned by the Executive Director.

Qualifications:

Education:

- Bachelor's Degree in accounting, business, or math preferred. May substitute experience commensurate with job skills.

Experience:

- 6 month full-time or 12 months-part time in a similar position
- Experience in grant writing and grant management.

Other Skills and Requirements:

- Proficiency in Microsoft Word and Excel is required.
- Proficiency in accounting software, preferably QuickBooks, is required.
- Must be willing to continue upgrading computer skills as the technology of the agency changes.
- Commitment to the goals and objectives of the Advocacy Center
- Must be able to pass a criminal background check by the Texas Department of Public Safety
- Must have a valid Texas Driver's License

Application Instructions

If you would like to apply for this position please email the following items to the Interim Executive Director, Aleigh Ascherl, at aascherl@advocacycntr.org

1. Cover Letter
2. Resume
3. 3 Professional References